

Total Workforce Management Services (TWMS) Quick User Guide

Event Notification Service



Event Notification Service - Summary

The Event Notification Service will provide you e-Mail notification of designated events as they occur in TWMS. These events are triggered by updates automatically performed by the various interfaces or manually performed via the web interface. Access to the Event Notification Service is available to most TWMS users.

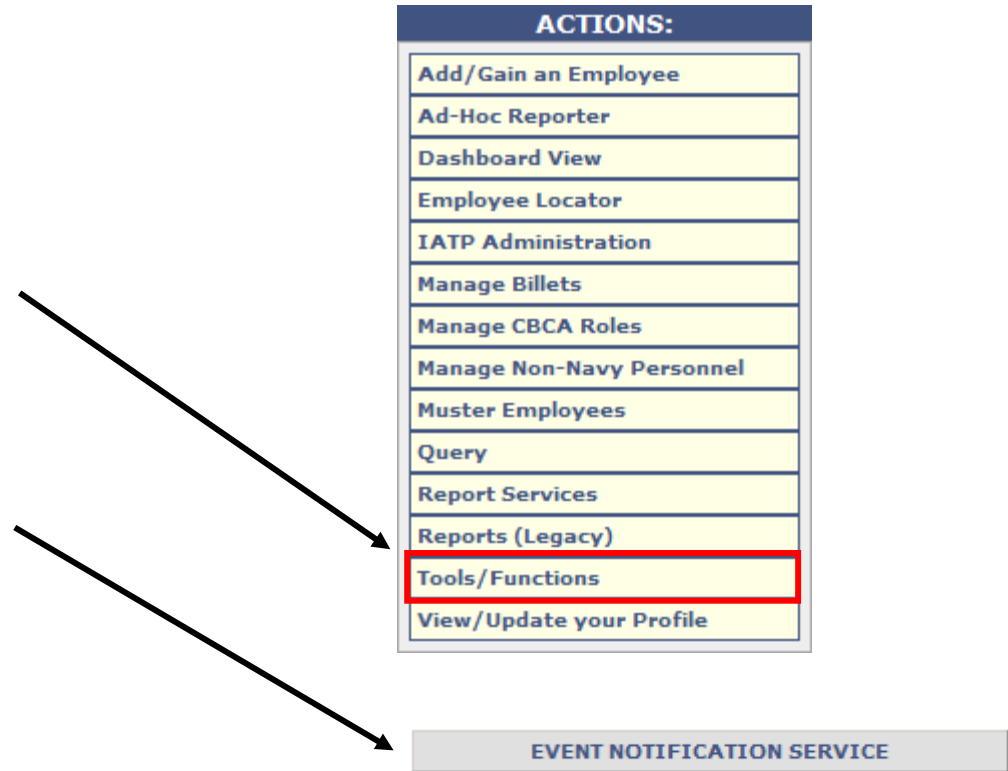
Once you subscribe to an event, each evening TWMS will review your subscriptions, and provide you ONE e-Mail notice for each event you have subscribed to. For example, if you subscribe to be notified when an employee is separated or inactivated, TWMS will send you an e-Mail for that event listing the names of those personnel. Other available subscriptions include, but not limited to, the following:

- *Official or Assigned UIC change*
- *SF 182/Training Date Past Due*
- *Employee Delinked from BIN/BIN Changed*
- *Employee Name Change*
- *New Military Projected Gains*

Accessing the Event Notification Service

To access the Event Notification Service in TWMS:

1. From the Home Page click on the **Tools/Function** button on the Actions Menu.
2. From the Tools/Functions display choose the **Event Notification Service** button.

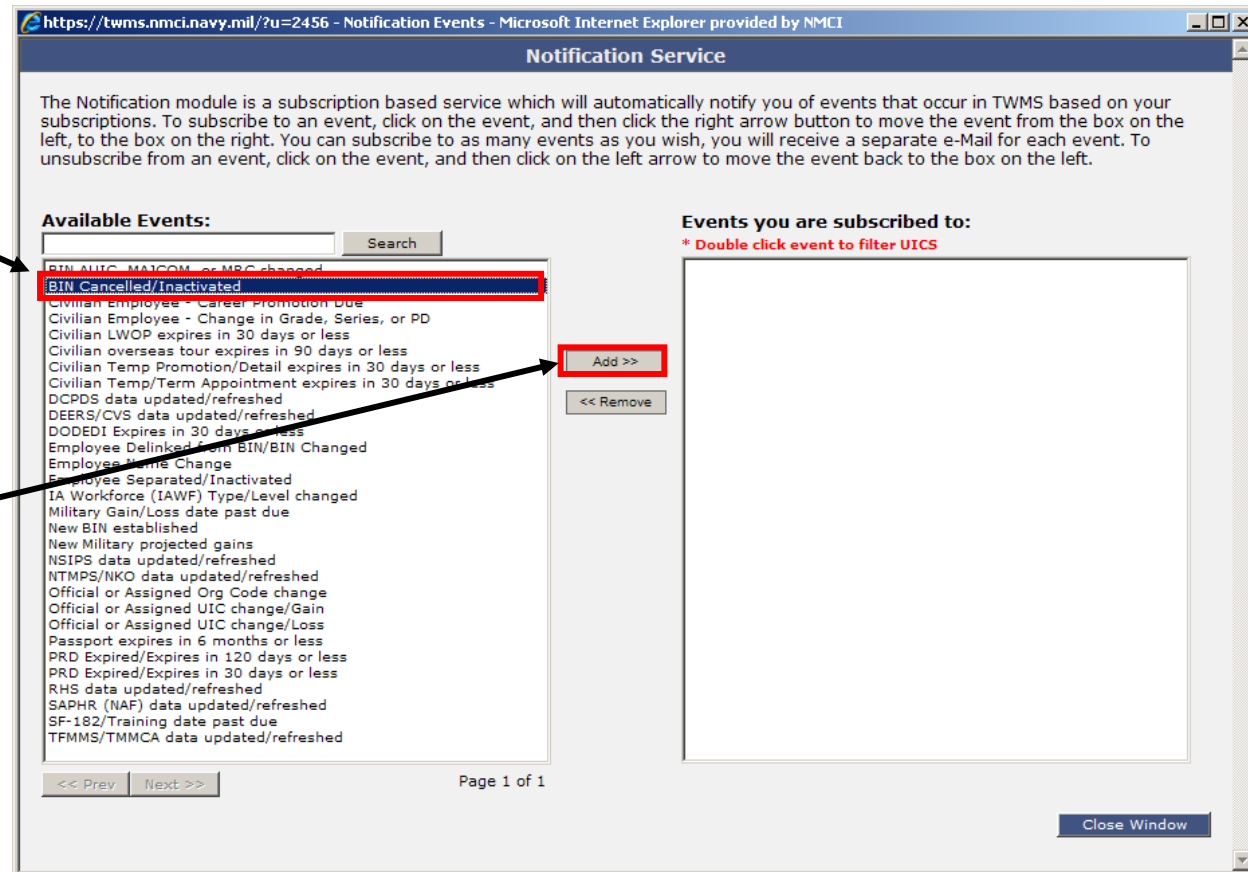


Subscribing to an Event

The Event Notification Service interface will open in a new window. The available events will appear on the left side.

To subscribe to an event:

1. Click on the name of the event.
2. Click the **Add>>** button.

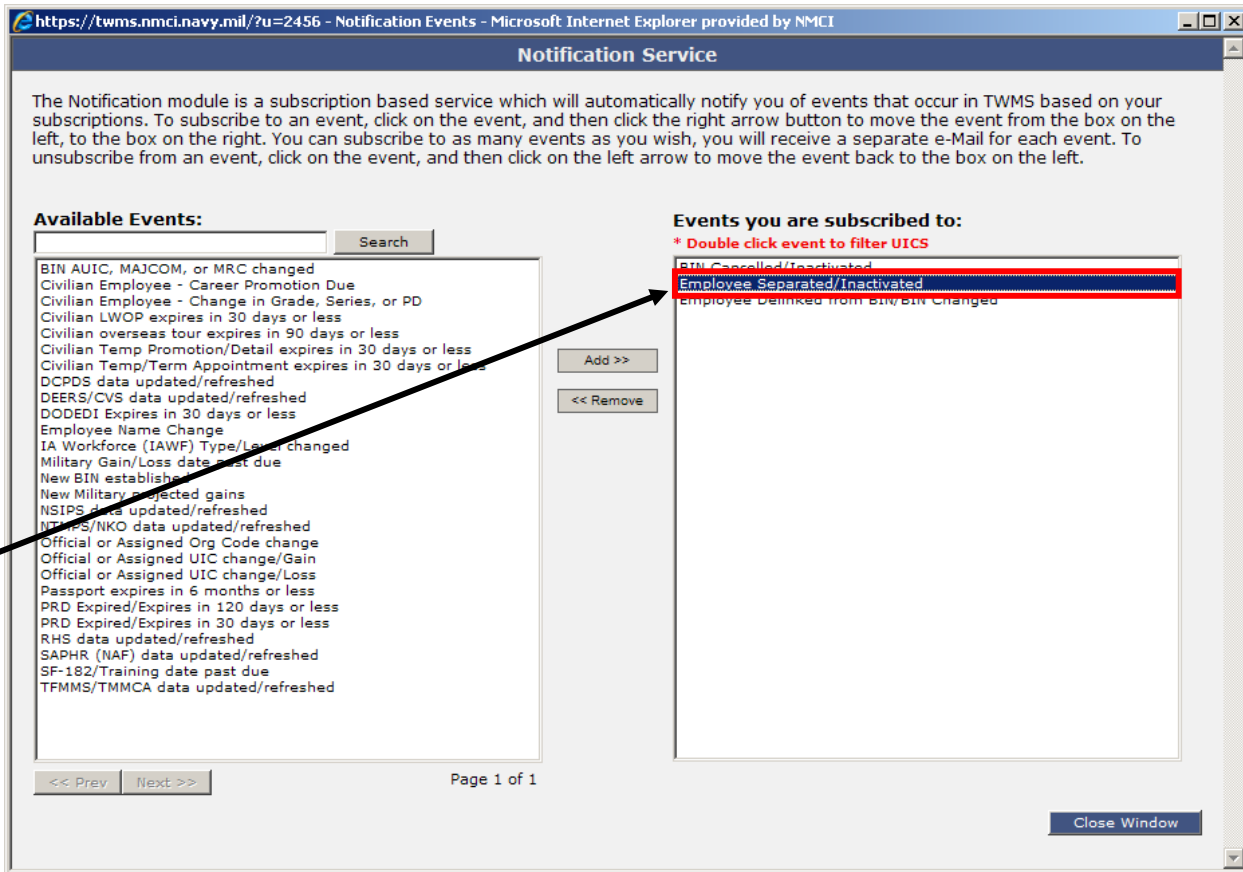


Subscribing to an Event

The name of the subscribed event will now appear on the right side.

3. Repeat steps 1-2 to subscribe to other events.

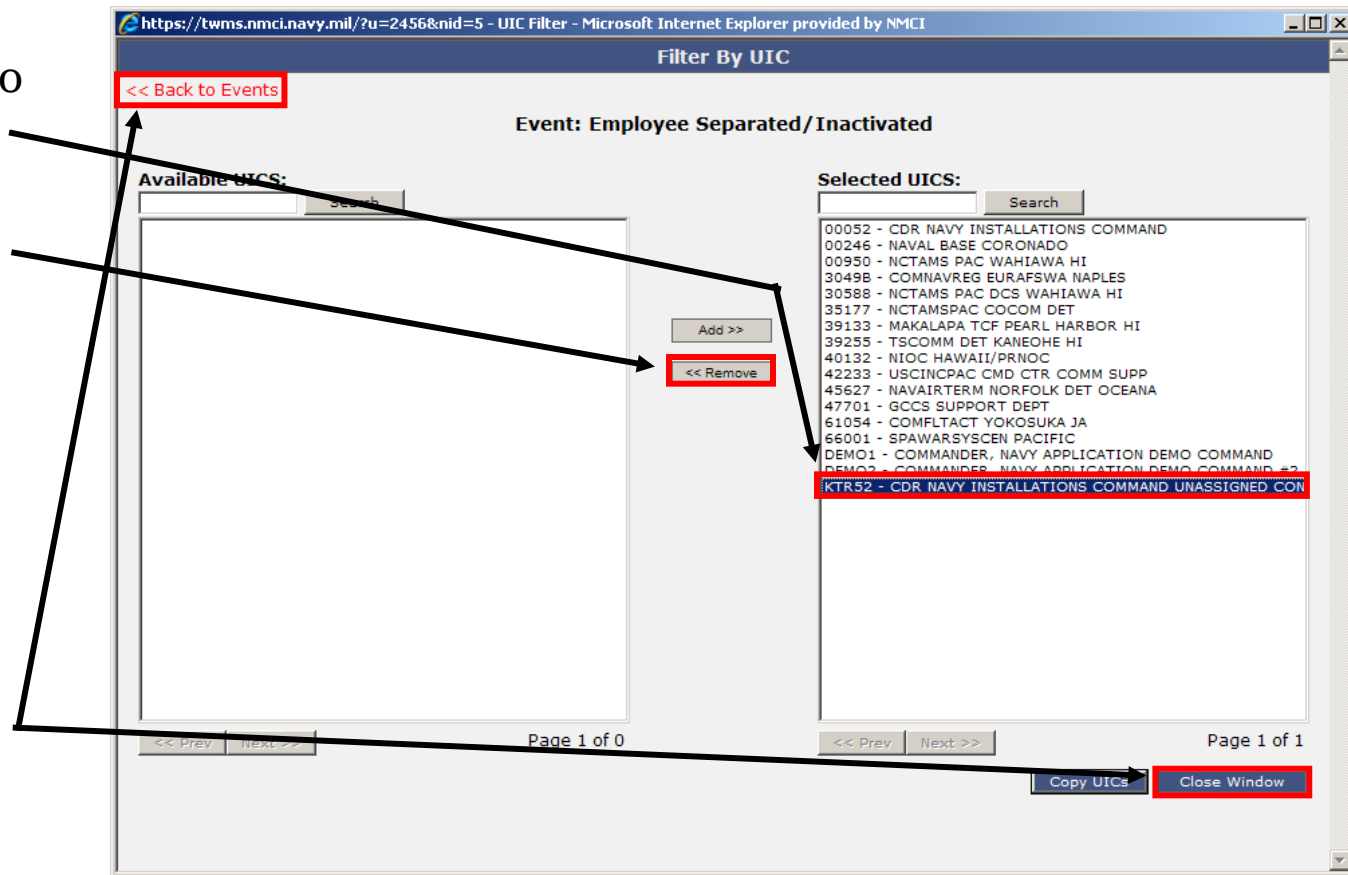
4. Double click an event to select the UIC's you would like for it to apply to. If you want all UICs to apply for an event then you don't need to do anything else.



Subscribing to an Event

All the UICs you have access to will appear on the right side.

5. For this event, click the UIC that you don't want to receive notifications for.
6. Click the **<<Remove** button.
7. Repeat steps 5-6 to remove additional UICs from this event.
8. Click the **<<Back to Events** link to continue managing your notifications or click the **Close Window** button if you are finished.

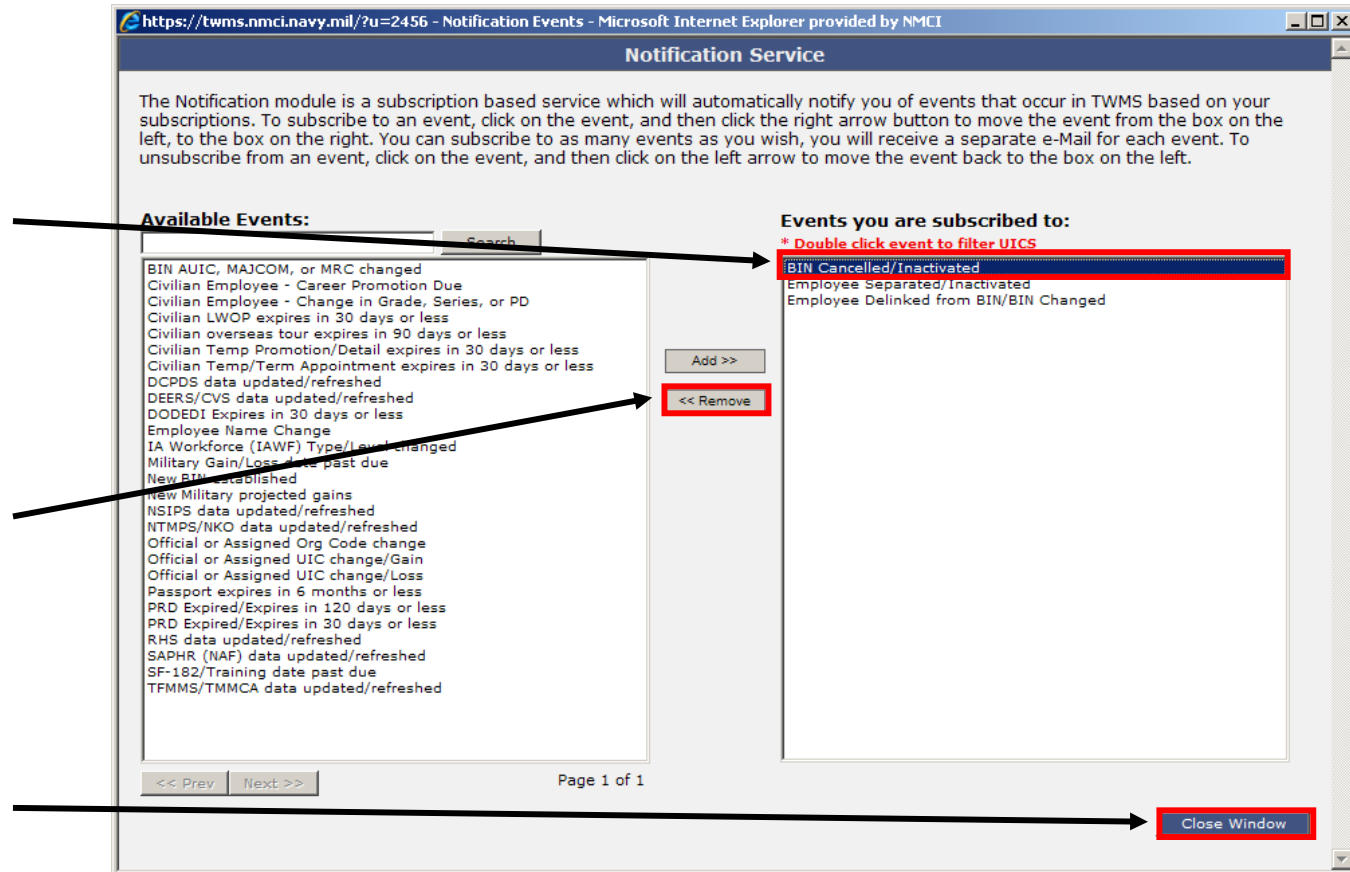


Unsubscribing from an Event

To unsubscribe from an event, click on the name of the event on the right and then click the “<<Remove” button.

To unsubscribe from an event:

1. Click on the name of the event.
2. Click the **<<Remove** button.
3. Repeat steps 1-2 to unsubscribe from other events.
4. Click the **Close Window** button if you are finished.



E-Mail Attributes

Shown below is an example of an email sent from the TWMS Notification Service. There is a limit of 1000 records that will be displayed in an email for an event that occurred for a particular day.

The header of the email displays that it is from TWMS Notification Service, the name of the event as the subject, and that it is digitally signed. The body of the email displays the records that were affected by this event for that day and may include other useful information.

